

NEW CASTLE COUNTY GOVERNMENT

Number 0610

CLASS SPECIFICATION

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Date 12/07/11

Title: PLANNER I

Approved:



GENERAL STATEMENT OF DUTIES: Performs entry-level professional field and office work pertaining to County regional or social planning; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is assigned entry-level professional planning tasks involving some knowledge of the principles and practices of planning and understanding of the physical, social and economic concepts underlying planning work. Work assignments come in the form of written or verbal orders and are performed in accordance with prescribed methods. This employee receives close supervision and performs duties in accordance with procedures and policies outlined by a supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Serves on planning committees;
- Prepares an assigned portion of the County comprehensive plan by doing research and writing drafts for review by a higher level planner;
- Assists in various phases of research analysis and design with respect to comprehensive physical planning;
- Assists in the preparation of study maps of various design proposals;
- Assists in the review of subdivision and land development proposals;
- Maintains summary records of zoning and other cases affecting planning;
- Consults with other agencies and departments;
- Analyzes data and assists in the formulation of programs relative to planning;
- Assists in specialized areas such as land-use development, zoning, comprehensive plan and transportation;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the practices and principles of the socioeconomic implications of planning; some understanding of land use concepts and population density considerations; ability to participate in the preparation of comprehensive plans and to maintain them with technical accuracy; ability to interpret statistical data; ability to communicate courteously and effectively, both verbally and in writing.

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CLASS SPECIFICATION

Title: PLANNER I

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MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree from an accredited college or university with major course work in city, regional or social planning, civil engineering or a related field supplemented by additional courses in architectural or civil engineering; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 02/11/74
Revised: 03/18/91
Revised: 01/01/96
Revised: 07/01/97
Revised: 05/01/01
Revised: 12/07/11